



Family Member Employment Training Toolkit

Employment Foundation Courses

MQ703 Basics for Overseas Employment (formerly Post Options for Employment and Training)

In this course, participants explore the various hiring mechanisms for employment available to family members when posted abroad. Investigate work options inside and outside the mission and make realistic career plans as an internationally mobile professional.

Course Objectives:

- Identify USG resources and benefits for family members who wish to work inside or outside a mission.
- Identify training opportunities available in Washington and overseas.
- Learn about obtaining a security clearance.

MQ704 Employment Tools for Foreign Service Life (formerly Targeting the Job Market)

Participants learn to use the foreign affairs experience in forming a comprehensive employment plan.

Course Objectives:

- Prepare job search support materials and documents.
- Explore successful interview techniques.
- Learn how to use networking as a tool in the job search.
- Leverage social media in your job search.

MQ705 International Development and NGOs: Employment Options

This course informs family members of the critical factors to consider when looking for employment opportunities in the field of international development and non-governmental organizations. Trainers and panelists explain the structure, function, and network of international development organizations, NGOs and companies, as well as realistic avenues for internationally mobile spouse/partners to “break into” this sector.

Course Objectives:

- Know resources for finding employment in the international development and NGO sector.
- Learn key aspects of the structure and functions of the international development/NGO assistance network.
- Understand the realities of working in the international development/NGO sector for Foreign Affairs spouse/partners.

MQ706 Portable Careers: Employment Options

This course is dedicated to informing family members of various portable career options they might consider pursuing as a means to more consistent international employment. Presentations will include career shifting, starting a teaching enterprise, consulting and building an online business.

Course Objectives:

- Learn key regulations regarding teleworking and operating a small business as a member of a mission community.
- Understand the realities of building a portable career and the various options available.
- Appreciate personal skills sets which lend themselves to building an internationally portable career.